

# ADMINISTRATIVE

Approved For Release 2002/07/09 : CIA-RDP80A0010010015-8  
**INTERNAL USE ONLY**

14 July 1976

MEMORANDUM FOR: DDI Management Staff

SUBJECT : Fighting Inflation and Reducing Daily  
Operating Costs

1. The following measures have been taken in OGCR in response to the fight against inflation and reducing daily operating costs:

a. Group I--Savings to date for the current fiscal year:

(1) During this reporting period, elements of OGCR moved from Magazine Building to Ames Building. The move plan called for more effective storage facilities, the use of Special Purpose Vaults, specialized area for reference materials and more efficient analyst work areas. These areas were implemented during the move. While no dollar value can be placed upon the efficiencies which resulted from the new work system, it is already apparent that personnel resources are being used far more effectively.

(2) Approximately 3,000 obsolete unclassified maps have been used as wrapping instead of being thrown into waste. In addition 500 obsolete large maps have been used on briefing pads. Estimated savings \$100.00.

(4) The change in the format of the Basic Intelligence Factbook saved approximately \$7,000.00 in FY 1976.

(5) OGCR secretaries have stopped sending an original and one copy to addressees on an automatic basis. It is estimated that this has saved \$200.00.

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1,050

7,000

200

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(6) Five map procurement trips were taken during FY 1976 by independent contractors in lieu of staff employees. The average savings per trip is approximately \$1,600.00 in salary cost differential. The total savings of \$8,000.00 during FY 1976.

8,000

(7) Unattended use of automated cartographic equipment during the night-time hours saved \$8,000.00 in salary cost and overtime during this fiscal year.

8,000

24,350

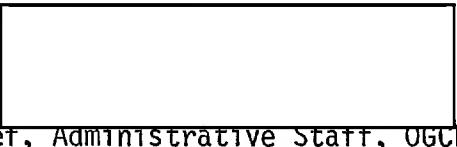
b. Group II--Annual savings in future fiscal years:

(1) OGCR will continue to use obsolete unclassified maps as wrapping and briefing pads. This will produce a continuing annual savings of approximately \$200.00.

5,200

(2) The use of independent contractors for map procurement trips in lieu of staff employees will also produce a continued annual savings of \$8,000.00.

2. All employees of OGCR have been briefed as to the importance of saving U.S. Government expenditures in these times of reduced resources. These individual, but unreported, actions by OGCR employees have contributed greatly to the effectiveness and the efficiency of OGCR's operation.

  
Chief, Administrative Staff, OGCR

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